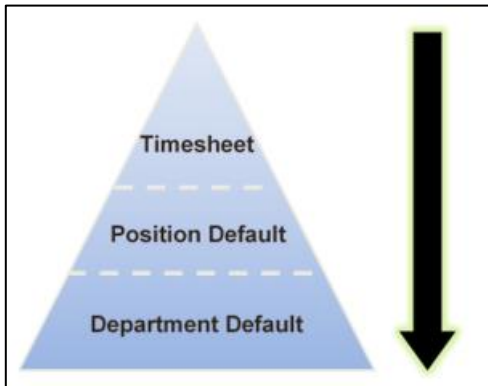


Entering ChartField Details on the Timesheet Overview

Payroll expense allocations are driven by funding data called ChartFields. In Cardinal Payroll, ChartField information is entered in two places: directly on the Timesheet and as position and/or department defaults. ChartFields are always required to ensure payroll expenses are allocated appropriately. Cardinal first looks for ChartFields on the Timesheet. If there are none, it will apply the Position funding defaults. If no position defaults are set up, Cardinal will use the Department funding defaults.



Agencies determine which employees see the **ChartFields** link on their Timesheet. Typically, those employees who charge their time to different agencies, departments, or projects will see the **ChartFields** link on their Timesheets. Agencies can elect to have ChartFields setup one of the following ways for each employee:

- **Default** – **ChartField** link is not visible on the Timesheet and funding information will always use position or department defaults
- **Optional** – **ChartField** link is visible on the Timesheet and employee has the option to change default values as needed/directed
- **Required** – **ChartField** link is visible on the Timesheet and ChartFields must be entered for all productive time because position or department defaults are not used

The **ChartFields** link is in the timesheet grid and is used to access the **ChartField Detail** page, where individual charge distribution values (i.e., ChartField strings) are added or updated. If ChartFields are required, they must be associated with each Time Reporting Code (TRC) used to report productive time.

SpeedTypes can be used in conjunction with ChartFields to help quickly enter combinations of charge distribution values (i.e., ChartField strings). The use of SpeedTypes is optional, and not all agencies have SpeedTypes available in Cardinal. Follow up with your supervisor/manager to determine if SpeedTypes will be used within your agency.



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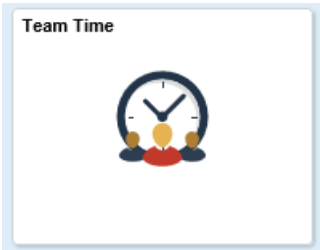
Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Entering ChartFields on the Timesheet

1. Navigate to the **Timesheet** page using the following path:

Team Time Tile > Timesheet



The **Timesheet Summary** page displays.

2. Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.
Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3. Click the **Get Employees** button.

The **Search Results** display on the bottom portion of the **Timesheet Summary** page

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	0.00	0.00	0.00			0.00	0.00
			1	0.00	0.00	16.00			0.00	0.00
			0	42.00	0.00	0.00			42.00	0.00
			0	24.00	0.00	16.00			24.00	0.00
			0	0.00	0.00	0.00			0.00	0.00
			0	0.00	0.00	0.00			0.00	0.00

4. Click on the **Last Name** link for the applicable employee.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

The **Timesheet** page displays for the applicable employee.

The screenshot shows the 'Team Time' header and 'Timesheet' section. It includes fields for Employee ID, Instructor, Empl Record, Time Reporting Type, and Earliest Change Date. There are links for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. A 'Select Another Timesheet' section has a 'View By' dropdown set to 'Week' and a date field set to '11/25/2019'. Below this, it shows 'Scheduled Hours 40.00' and 'Reported Hours 0.00'. A table for entering time data is shown, with columns for dates from Monday 11/25/2019 to Sunday 12/01/2019, and rows for 'Total', 'Time Reporting Code', 'Taskgroup', and 'Source'. The 'Time Reporting Code' dropdown is highlighted with a red box. Below the table are buttons for 'Submit', 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time'.

5. Enter the hours worked each day in the fields for the appropriate date column.
6. Select the appropriate Time Reporting Code (TRC) using the **Time Reporting Code** field dropdown button.
7. Scroll to the right as needed.

Taskgroup	Source	Business Unit	Telework	Agency Value	ChartFields		
21500ICCO		21500	<input type="text"/>	<input type="text"/>	ChartFields	+	-
21500ICCO		21500	<input type="text"/>	<input type="text"/>	ChartFields	+	-
21500ICCO		21500	<input type="text"/>	<input type="text"/>	ChartFields	+	-

8. Click the **ChartFields** link.

Note: Each row of productive time entered on the Timesheet must have the appropriate ChartFields defined if your agency has determined that ChartFields are required for the employee.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

The **ChartField Detail** page displays in a pop-up window.

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
599999							

9. The **Account** field defaults based on your agency and cannot be changed. Enter the ChartField values provided by your supervisor/manager in the corresponding fields using the **Look Up** icons.

Note: If your agency uses SpeedTypes, proceed to the **Using SpeedTypes to Enter ChartFields** section of this Job Aid.

Example of a completed **ChartField Detail** page:

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
599999	01000	100001	101030	95000010			

10. Click the **OK** button.
11. Proceed to Step 14 if an error message does not display (i.e., the ChartField value is valid and complete).

Cardinal displays the following error message if the ChartField value is not valid or has missing required values:

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

OK

12. Click the **OK** button to close the Message.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

The **ChartField Details** page returns with the invalid/missing field(s) highlighted with a red background.

ChartField Common Component

ChartField Detail

Employee ID [redacted]

Set ID: 21500

Search Options

Search

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
599999	01000	100001	101030	95000010			

Ok Cancel

13. Make the necessary adjustments to the ChartField information. Contact your supervisor/manager as needed to obtain the correct information. Click the **Ok** button to confirm the updates to the charge distribution.

The **Timesheet** page returns.

Team Time

Timesheet

Employee ID [redacted]

Instructor [redacted]

Empl Record 0

Time Reporting Type Positive

Earliest Change Date 11/10/2019

Select Another Timesheet

*View By Week

*Date 11/25/2019

Scheduled Hours 40.00 Reported Hours 0.00

Previous Week Next Week

Previous Employee Next Employee

From Monday 11/25/2019 to Sunday 12/01/2019

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
8.00	8.00	8.00	8.00	8.00				REG - Regular Hours

Submit

14. Click the **Submit** button.



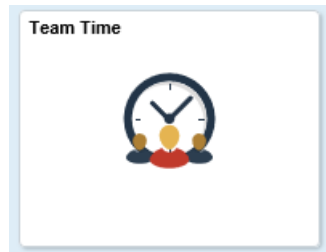
Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Using SpeedTypes to Enter ChartFields

1. Navigate to the **Timesheet** page using the following path:

Team Tile > Timesheet



The **Timesheet Summary** page displays.

2. Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.
Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3. Click the **Get Employees** button.

The **Search Results** display on the bottom portion of the Timesheet Summary page.

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	0.00	0.00	0.00			0.00	0.00
			1	0.00	0.00	16.00			0.00	0.00
			0	42.00	0.00	0.00			42.00	0.00
			0	24.00	0.00	16.00			24.00	0.00
			0	0.00	0.00	0.00			0.00	0.00
			0	0.00	0.00	0.00			0.00	0.00

4. Click on the **Last Name** link for the applicable employee.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

The **Timesheet** page displays for the applicable employee.

The screenshot shows the 'Team Time' header and 'Timesheet' section. It includes fields for Employee ID, Instructor, Empl Record, Time Reporting Type, and Earliest Change Date. There are links for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. A 'Select Another Timesheet' section allows viewing by week or date. Below this is a table for entering hours from Monday 11/25/2019 to Sunday 12/01/2019. The table has columns for each day, a 'Total' column, a 'Time Reporting Code' dropdown, and 'Taskgroup' and 'Source' columns. A red box highlights the 'Time Reporting Code' dropdown and the 'Taskgroup' column. Below the table is a 'Submit' button and a 'Reported Time Status' section with tabs for 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time'.

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code	*Taskgroup	Source
									21500ICCO	
									21500ICCO	
									21500ICCO	

- Enter the hours worked each day in the fields for the appropriate date column.
- Select the appropriate Time Reporting Code (TRC) using the **Time Reporting Code** field drop-down button.
- Scroll to the right as needed.

The screenshot shows a table with columns: Taskgroup, Source, Business Unit, Telework, Agency Value, ChartFields, and two empty columns. The 'ChartFields' column contains a dropdown menu with 'ChartFields' selected. A red box highlights the 'ChartFields' dropdown and the two empty columns. Below the table is a 'Reported Time Status' section with tabs for 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time'.

Taskgroup	Source	Business Unit	Telework	Agency Value	ChartFields		
21500ICCO		21500			ChartFields	+	-
21500ICCO		21500			ChartFields	+	-
21500ICCO		21500			ChartFields	+	-

- Click the **ChartFields** link.

Note: Each row of productive time entered on the Timesheet must have the appropriate ChartFields defined if your agency has determined that ChartFields are required for the employee.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

The **ChartField Detail** page displays in a pop-up window. The **Account** field defaults based on your agency and cannot be changed.

9. In the **Search Options** box at the top of the page, click the **Search** button next to the **Speed Types** radio button.

The **Search Speed Types** page displays in a pop-up window.

10. Click the **SpeedType Key Look Up** icon.

The **Look Up Speed Type Key** page displays in a pop-up window.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

11. Click the **Search** button.

The **Search Speed Types** page refreshes with the available SpeedTypes.

Look Up SpeedType Key

Search by: SpeedType Key begins with

Search **Cancel** [Advanced Lookup](#)

Search Results

View 100 1-1 of 1

SpeedType Key	Description
530	CIPS - 530

12. Click the **SpeedType Key** link for the appropriate SpeedType.

The **Search Speed Types** page displays.

Search Speed Types

SpeedType Key

Search by ChartFields

Account Asset Category

Fund Agency Use 1 Subcategory

Program Agency Use 2 Affiliate

Department PC Business Unit Fund Affiliate

Cost Center Project

Task Activity

FIPS Source Type

Search **Clear** **Cancel**

ChartField Detail

	Select	SpeedType	Account	Department	Project	Task	Fund	FIPS	Affiliate	Asset	Agency Use 2
1	Select	530	599999	53000			09403				

13. Click the **Select** button.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

The **ChartField Detail** page returns with the ChartField values populated.

Note: In some cases, additional fields may need to be entered even when using SpeedTypes. Follow up with your supervisor/manager to determine if additional ChartField values are required.

14. Click the **OK** button after all required data is entered/selected.
15. Proceed to Step 19 if an error message does not display (i.e., the ChartField value is valid and complete).

Cardinal displays an error message if the ChartField value is not valid or has missing required values.

16. Click the **OK** button to close the message.

The **ChartField Details** page returns with the invalid/missing field(s) highlighted in a red background.

17. Make the necessary adjustments to the ChartField information. Contact your supervisor/manager as needed to obtain the correct information. Click the **OK** button to confirm the updates to the charge distribution.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

The **Timesheet** page returns.

The screenshot shows the 'Timesheet' page in a web application. At the top, there is a navigation bar with a '< Homepage' link and a 'Timesheet' label. Below this, the page title 'Timesheet' is displayed. On the left, there is a blurred area for a user profile and the text 'Lnd Acq & Prop Mgmt Manager II'. On the right, employee details are listed: 'Employee ID' (blurred), 'Empl Record' 0, 'Time Reporting Type' Positive, and 'Earliest Change Date' 11/11/2019. Below the profile, there is an 'Actions -' link. A section titled 'Select Another Timesheet' contains a '*View By' dropdown set to 'Week', a '*Date' field set to '06/22/2020' with a calendar icon, and links for 'Previous Week' and 'Next Week'. Below this, it shows 'Reported Hours 40.00'. A date range 'From Monday 06/22/2020 to Sunday 06/28/2020' is followed by a table of daily hours. The table has columns for each day of the week and a 'Total' column. The 'Save for Later' and 'Submit' buttons are highlighted with a red border. Below the table, there are tabs for 'Reported Time Status' (which is active), 'Summary', 'Leave / Compensatory Time', 'Absence', and 'Exceptions'.

Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28	Total
8.00	8.00	8.00	8.00	8.00			40.00

18. Click the **Submit** button if you are ready to submit your timesheet for approval. Otherwise, click the **Save for Later** button.



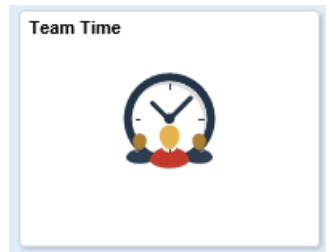
Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Splitting Hours Between ChartFields

1. Navigate to the **Timesheet** page using the following path:

Team Tile > Timesheet



The **Timesheet Summary** page displays.

2. Enter the Employee ID or known portion of the Employee ID in the **Employee ID** field.
Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
3. Click the **Get Employees** button.

The Search Results display on the bottom portion of the **Timesheet Summary** page.

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	0.00	0.00	0.00			0.00	0.00
			1	0.00	0.00	16.00			0.00	0.00
			0	42.00	0.00	0.00			42.00	0.00
			0	24.00	0.00	16.00			24.00	0.00
			0	0.00	0.00	0.00			0.00	0.00

4. Click on the **Last Name** link for the applicable employee.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

The **Timesheet** page displays.

The screenshot shows the 'Team Time' header and 'Timesheet' page. It includes fields for Employee ID, Instructor, Empl Record, Time Reporting Type, and Earliest Change Date. There are links for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. A 'Select Another Timesheet' section has a 'View By' dropdown set to 'Week' and a 'Date' field set to '11/25/2019'. Below this, it shows 'Scheduled Hours' as 40.00 and 'Reported Hours' as 0.00. A table for entering hours is shown, with columns for dates from Monday 11/25/2019 to Sunday 12/01/2019, a 'Total' column, a 'Time Reporting Code' dropdown, a '*Taskgroup' column, and a 'Source' column. The table has three rows, each with a red border. Below the table is a 'Submit' button and a 'Reported Time Status' link. At the bottom, there are tabs for 'Reported Time Status', 'Summary', 'Exceptions', and 'Payable Time'.

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code	*Taskgroup	Source
									21500ICCO	
									21500ICCO	
									21500ICCO	

5. Enter the hours worked each day in the fields for the appropriate date column.
6. Select the appropriate Time Reporting Code (TRC) using the **Time Reporting Code** field drop-down button.
7. To separate the hours entered between different ChartField strings:
 - a. Change the total hours previously entered to the appropriate number of hours to be charged to the first ChartField string based on the split. For example, use half of the hours to split evenly between two departments.
 - b. Click the **Add a New Row (+)** icon as needed to add additional rows in the time entry section. One row must be used for each ChartField string that hours will be charged against.
 - c. Enter the applicable number of hours for the ChartField string in each row.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

Example **Timesheet** page with split values.

Team Time

Timesheet

Employee ID [REDACTED]
Empl Record 0
Time Reporting Type Exception
Earliest Change Date 11/25/2019

Assistant Instructor
Actions -

Select Another Timesheet

*View By Week
*Date 11/25/2019
Scheduled Hours 16.00 Reported Hours 24.00

Previous Week Next Week
Previous Employee Next Employee

From Monday 11/25/2019 to Sunday 12/01/2019

	Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
	4.00		4.00	8.00	8.00			8.00	HOLR - Holiday
	4.00	4.00	4.00					8.00	REG - Regular Hours
		4.00						8.00	FVCR - Flex Vacation

Save for Later Submit

8. Scroll to the right as needed.

Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields		
8.00	HOLR - Holiday	15600CCOP	15600	<input type="text"/>	<input type="text"/>	ChartFields	+	-
8.00	REG - Regular Hours	15600CCOP	15600	<input type="text"/>	<input type="text"/>	ChartFields	+	-
8.00	FVCR - Flex Vacation	15600CCOP	15600	<input type="text"/>	<input type="text"/>	ChartFields	+	-

9. Click the **ChartFields** link for the first row.



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

The **ChartField Detail** page displays.

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
599999							

10. The **Account** field defaults based on your agency and cannot be changed. Enter the ChartField values provided by your supervisor/manager in the corresponding fields using the **Look Up** icons.

Note: If your agency uses SpeedTypes, proceed to the **Using SpeedTypes to Enter ChartFields** section of this Job Aid.

11. Click the **OK** button.
12. Proceed to Step 15 if an error message does not display (i.e., the ChartField value is valid and complete).

Cardinal displays an error message if the ChartField value is not valid or has missing required values.

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

OK

13. Click the **OK** button to close the Message.

The **ChartField Details** page returns with the invalid/missing field(s) highlighted with a red background.

Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset
599999	01000	100001	101030	95000010			



Time & Attendance Job Aid

TA371 Entering ChartField Details on the Timesheet

14. Make the necessary adjustments to the ChartField information. Contact your supervisor/manager as needed to obtain the correct information. Click the **OK** button to confirm the updates to the charge distribution.

The **Timesheet** page returns.

The screenshot shows the 'Team Time' header and the 'Timesheet' page. It includes fields for Employee ID, Empl Record, Time Reporting Type, and Earliest Change Date. There are links for 'Previous Week', 'Next Week', 'Previous Employee', and 'Next Employee'. A table for entering time entries is shown, with columns for days of the week and a 'Total' column. The table has three rows for different time reporting codes: HOLR - Holiday, REG - Regular Hours, and FVCR - Flex Vacation. The 'Save for Later' and 'Submit' buttons are highlighted with a red box.

Team Time								
Timesheet								
Assistant Instructor				Employee ID				
Actions				Empl Record 0				
Select Another Timesheet				Time Reporting Type Exception				
Earliest Change Date 11/25/2019								
*View By Week				Previous Week Next Week				
*Date 11/25/2019				Previous Employee Next Employee				
Scheduled Hours 16.00				Reported Hours 24.00				
From Monday 11/25/2019 to Sunday 12/01/2019								
Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code
4.00		4.00	8.00	8.00			8.00	HOLR - Holiday
4.00	4.00	4.00					8.00	REG - Regular Hours
	4.00						8.00	FVCR - Flex Vacation
Save for Later Submit								

15. Repeat Steps 9 - 11 for each time entry row.
16. Click the **Submit** button if you are ready to submit the timesheet for approval. Otherwise, click the **Save for Later** button.